



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PHARMACY NIGHT LOCKER

Effective Date: June 17, 2005

Policy #: NS-05

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- I. PURPOSE:** To establish a night locker which will be available for use by licensed nurses and physicians to obtain medications for immediate therapeutic use when the Pharmacy is closed or when a medication needs to be initiated as soon as possible.
- II. POLICY:**
 - A. The Pharmacy is only accessible to pharmacy personnel. During hours when the Pharmacy is closed, medications may be accessed by licensed nurses and physicians from the pharmacy night locker. In the event a prescribed medication is not available in the pharmacy night locker, an "on-call" pharmacist is available to dispense the medication.
 - B. The night locker is a secure locked area containing most of the Pharmacy and Therapeutics approved drug products prescribed at Montana State Hospital. A list of night locker contents is available with the night locker and in each medication room. Within the locker are drawers divided into six sections. Each section contains a specific quantity of a specific dose of medication. There are separate sections for topicals, EENT medications, and liquids. A night locker is located in the medical clinic area of the hospital. The Pharmacy Department will replenish used items on at least a twice weekly basis, Monday through Friday.
 - C. All medication orders are reviewed by a pharmacist within 24 hours, but no longer than 72 hours following procurement of the medication by the licensed nurse.
 - D. The Pharmacy and Therapeutics Committee approves which drugs will be stocked in the night locker and what quantities of each drug will be provided. At least on an annual basis, the Pharmacy and Therapeutics Committee reviews night locker contents.
 - E. The night locker is inspected at least monthly by the Pharmacy Department to check for outdated items.
 - F. The night locker keys are in the possession of the Pharmacy and the assigned Nurse Manager or Nursing House Supervisor.
- III. DEFINITIONS:** None

IV. RESPONSIBILITIES:

- A. Pharmacy - Maintain, inspect and stock pharmacy night locker. Review orders, maintain a current list of contents of night locker.
- B. Licensed Nurses - Contact Nurse Manager/House Supervisor to arrange access to night locker when necessary and document according to procedure when medications are obtained.
- C. Nurse Manager/Nursing House Supervisor - Maintain key to night locker.
- D. Pharmacy & Therapeutics Committee - Approve medications to be stocked in night locker.

V. PROCEDURE:

- A. Use of night locker when pharmacy service is not available.
 - 1. Unit licensed nurses will contact the Nurse Manager/Nursing House Supervisor to arrange access to night locker.
 - 2. The Nurse Manager/Nursing House Supervisor will be present when meds are accessed from the night locker.
 - 3. Remove the necessary number of doses from the drawer. The number of doses should cover the remaining time interval until the Pharmacy can supply the medication.
 - 4. The licensed nurse will sign out all medication(s) obtained from the locker on the night locker sign out logs. Indicate the following information:
 - a. patient name
 - b. date
 - c. time
 - d. patient location - unit
 - e. patient allergies
 - f. medication name and type, (affix label from med package on sign out log)
 - g. quantity
 - h. signature of individual accessing the medication
 - 5. Close drawers/doors and lock night locker.
 - 6. Place the Pharmacy copy of the physician's order in the Pharmacy box.

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Susan Beausoleil Date
Director of Nursing Services